

Virginia School Resource Officer Incentive Grants Fund Program 2007 Guidelines

I. Introduction

The Department of Criminal Justice Services (DCJS) is offering state funds through the School Resource Officer Incentive Grants Fund Program for grants to **continue** support of eligible SRO programs currently funded through this source. These funds are used to promote school safety by supporting School Resource Officer (SRO) programs in specified middle, high, or alternative schools in the Commonwealth of Virginia.

A central goal of DCJS grant programs is to establish or enhance multidisciplinary partnerships. The establishment or enhancement of partnerships through SRO grants gives meaning and practice to the goals of community-oriented justice. SRO programs share knowledge and resources, educate citizens about the value of community-oriented justice, and address public safety concerns, especially about the influence of drugs and juvenile violence.

SRO grant applications submitted to DCJS must reflect a community policing focus, with goals and objectives aimed at eliminating, reducing, or controlling juvenile crime.

These guidelines for the School Resource Officer Incentive Grants Fund Program contain the rules and requirements governing this grant program. To obtain the required grant application forms, instructions for completing them, and instructions for submitting your application, please go to <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=5&mID=6>.

II. Eligibility

Units of local government are eligible to apply for and receive these funds. A police department, sheriff's office, or school division may manage the SRO program but the grant application must be submitted by and the funds awarded to a unit of local government. These grant funds are available to **continue** support of eligible SRO programs currently funded through this source, **not** for new SRO programs.

III. Grant Deadline

Applications, whether mailed or hand-delivered, must be **received by DCJS no later than 4:00 p.m. on Friday, April 20, 2007**. Faxed or E-mailed applications will **not** be accepted or considered.

IV. Amount Available

Applications for continuation funding may request up to a 5% increase in salary and benefits over your current total award. The total amount requested in your application, including the required local matching cash funds, **may not exceed** \$50,000 per SRO position. Requested funds must be used to pay salary and benefits for a **full-time** SRO at a specified middle, high, or alternative school.

Virginia School Resource Officer Incentive Grants Fund Program 2007 Guidelines

V. Match Requirement

Applicants must refer to the Virginia Department of Education's **"2006-2008 Composite Index of Local Ability-to-Pay"** to calculate their locality's required matching cash funds for this year's grant application. Please consult the 2006-2008 Composite Index provided in these guidelines.

Grant recipients must provide the local matching cash funds from non-federal sources. In-kind contributions may not be used to meet the required local cash match.

The *hypothetical DCJS Itemized Budget form below* shows how matching cash funds for each line item are calculated.

Hypothetical: The town of Virginiaville's annual salary rate for a full-time SRO is \$30,000 with fringe benefits equaling \$5,000. Virginiaville's 2006-2008 Composite Index of Local Ability-to-Pay is .3032. To calculate the amount of local cash match required for the SRO salary, Virginiaville would multiply the total salary (\$30,000) by its composite index (.3032.) Repeat this process for each line item total.

$$\begin{array}{rclcl} \text{Total per line item} & \times & \text{Composite Index} & = & \text{Local cash match per line item} \\ (\$30,000) & \times & .3032 & = & \$9,096 \end{array}$$

ITEMIZED BUDGET								
1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Dep. J. Smith	SRO	\$30,000	2080		\$20,904	\$9,096		\$30,000
TOTAL:					\$20,904	\$9,096		\$30,000
b. Fringe Benefits								
FICA % = 10%					\$348	\$152		\$500
Retirement = 20%					\$697	\$303		\$1,000
Other (itemize) = 70%					\$2439	\$1,061		\$3,500
TOTAL:					\$3,484	\$1,516		\$5,000
TOTAL PERSONNEL (a + b):					\$24,388	\$10,612		\$35,000

Virginia School Resource Officer Incentive Grants Fund Program 2007 Guidelines

VI. Grant Period

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning July 1, 2007 and ending June 30, 2008.

VII. Availability of Continuation Funding

Approval of one grant does not imply or guarantee funding awards in subsequent years. In addition to a project's implementation, performance, and the availability of funds, compliance with grant reporting requirements and timely submission of any special condition documentation attached to the current award are key factors in determining eligibility for continuation funding.

1. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.
2. **All special conditions for the current award must be completed and approved by DCJS by the time of review in order for the continuation grant to be considered.**

VIII. Restrictions

- Grant funds shall not be used to supplant state or local funds that would otherwise be available for the same purposes.
- The maximum length of time that grant funds can be awarded to support an SRO program in a middle, high, or alternative school is 48 months.
- Grant funds may be used only for salary and fringe benefits for a full-time SRO.
- Grant-funded SROs may not conduct scheduled activities in elementary schools.

IX. Application Requirements

Applications must be based on the Virginia School Resource Officer Program Guide at www.dcjs.virginia.gov/forms/cple/sroguide.pdf and incorporate the following components:

- a. a community-oriented policing philosophy;
- b. SROs who are certified, sworn law enforcement officers employed by a lawfully established police department or sheriff's office;
- c. SROs who have at least one (1) year of certified law enforcement experience and the **demonstrated** ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems;

**Virginia School Resource Officer Incentive Grants Fund Program
2007 Guidelines**

IX. Application Requirements continued

- d. SROs who act as primary law enforcement agents at the school and perform other multi-faceted roles including:
 - 1. instructor of law-related education classes;
 - 2. criminal justice system liaison;
 - 3. role model;
 - 4. crime prevention specialist;
 - 5. problem solver and mediator;
- e. SROs who have attended a DCJS-sponsored 40-hour Basic SRO School or will attend one within the first four months of the grant cycle;
- f. SRO who will be assigned to **one** secondary school (or to two, if the schools are in close proximity to each other.)

2007-08 Memorandum Of Understanding:

Applicants must submit an up-to-date Memorandum Of Understanding (MOU.) Grants will be awarded only to localities that have established an MOU between the local law enforcement agency and the school system to place certified, sworn law enforcement officers in middle, high, or alternative schools. The MOU should include the following information:

- a. a description of the chain of command for the SRO;
- b. definitions of the roles and responsibilities of school officials and of law-enforcement officers;
- c. communication between the SRO and the school, the SRO and the parent law enforcement agency, and the school and the law enforcement agency;
- d. dates for reviewing and renewing the MOU;
- e. signatures of authorized officials representing all parties to the agreement;
- f. effective date of the MOU.

SRO Departmental General Order:

Applicants must submit a departmental general order that outlines the operation of their SRO program. To view a sample directive for SRO programs, refer to:

www.dcjs.virginia.gov/cple/sampleDirectives/manual/rtf/2-27.rtf

SRO Job Description:

Applicants must submit a departmental SRO job description. Please refer to the Virginia School Resource Officer Program Guide at <http://www.dcjs.virginia.gov/forms/cple/sroguide.pdf#page=30> for information on the fundamental roles and job responsibilities of an SRO.

Virginia School Resource Officer Incentive Grants Fund Program 2007 Guidelines

SRO Grant Profile Sheet:

By the end of the first quarter of the grant period, localities receiving SRO grant awards will complete and submit online an SRO Grant Profile Sheet for each grant-funded position. Also, localities will complete and submit online an SRO Grant Profile Sheet within 30 days of a change in SRO personnel. The SRO Grant Profile Sheet is available at: <http://www.dcjs.virginia.gov/forms/cple/sroGrantProfileSheet.cfm>.

X. Reporting Requirements

Grant recipients are required to submit quarterly financial and progress reports online to DCJS. Failure to submit these reports in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award.

XI. Project Narrative

Each grant application must include a project narrative of **no more than five (5) pages**, that contains three sections with the following headings: 1) Accomplishments and Needs Assessment; 2) Goal Statement; 3) Objectives with Implementation Plans.

1) Accomplishments and Needs Assessment:

In this section of your Project Narrative, please include *at least* the following:

- a) a detailed description of the progress made toward accomplishing each objective of the current grant year;
- b) a description of any program obstacles or issues encountered during the current grant year and if/how they were resolved;
- c) an explanation of any significant SRO program accomplishments or innovations during the current grant year;
- d) an explanation of the anticipated crime and delinquency prevention needs of your SRO program at your assigned school(s) for the 2007-08 school year.

2) Goal Statement:

In this section of your Project Narrative, include a broadly-worded goal statement that describes the long-term benefits of continuing the SRO program for another year at your assigned school (s).

Hypothetical Goal Statement

“Virginiaville’s police department and public school system will continue their partnership to promote school safety and reduce juvenile violence through the continuation of the school resource officer program at XYZ High School.”

3) Objectives with Implementation Plans:

In this section of your Project Narrative, list your SRO program objectives for the 2007-08 grant period. Objectives should be based on the reporting requirements of DCJS’ SRO Quarterly

Virginia School Resource Officer Incentive Grants Fund Program 2007 Guidelines

3) Objectives with Implementation Plans continued:

Progress Report and should address at least these five areas: 1) Crime Prevention; 2) Law Enforcement; 3) Community Liaison; 4) Law-related Education; 5) Work time Allocation. Objectives must be stated in **S.M.A.R.T.** terms – **S**pecific, **M**easurable, **A**chievable, **R**elated to goal statement, and **T**ime-bound.

Each grant objective must be accompanied by a detailed implementation plan. The implementation plan must detail the major activities that the SRO will undertake to accomplish each objective during the grant period. The implementation plan for each objective should describe who will conduct the activity, when and where it will occur, who and how many will participate in it, what materials/resources will be used, etc.

Hypothetical Objective with Implementation Plan

Objective 1: By June 30, 2007, the SRO at XYZ High School will work to reduce the number of fights and assaults on campus and on school buses by at least 20% when compared to 06-07 fight/assault statistics (reduce from 20 to 16 or fewer.)

Implementation Plan for Objective 1:

1st quarter (July-Sept)

- SRO briefs 95% of school staff on Virginia laws related to fighting and assault violations; introduces grant objective of reducing fights/assaults
- SRO identifies a fights/assaults intervention team (i.e., school administrator, guidance counselor, school psychologist, school social worker, bus driver)
- SRO develops detailed timeline for fight/assault prevention events/activities
- SRO develops law-related education presentation on fight/assault prevention; orders/develops related handouts

2nd quarter (Oct-Dec)

- SRO informs 90% of student body through presentations, school/local newspaper articles, posters, weekly announcements of “zero tolerance” of fights/assaults on campus/school buses; identifies consequences for engaging in fights/assaults
- SRO implements “No Contact Contracts” for 95% of students involved in fight/assault incidents

3rd Quarter (Jan-Mar)

- SRO continues “zero tolerance” for fights/assaults on campus/school buses through presentations to student body/staff, articles in school/local newspapers, posters, announcements, etc.
- SRO meets with students involved in two or more fights/assaults and their parents/guardians, reviews Virginia laws related to fighting/assault, explains consequences for continued violations.
- SRO refers student/family to appropriate school or community-based resources

4th Quarter (Apr-Jun)

- Etc.

**Virginia School Resource Officer Incentive Grants Fund Program
2007 Guidelines**

XII. How and Where to Submit/Deadline

Please **submit an original and two (2) copies** of the complete grant application to:

**Department of Criminal Justice Services
Grants Administration – 5th Floor
202 North Ninth Street
Richmond, VA 23219**

Faxed or E-mailed applications will **not** be accepted. Consider mailing your application via certified mail, return receipt requested. Applications, whether mailed or hand-delivered, must be **received by DCJS no later than 4:00 p.m. on Friday, April 20, 2007.**

Virginia School Resource Officer Incentive Grants Fund Program 2007 Application Checklist

Applicants must submit an **original and two (2) copies** of each of the following:

- ❑ **Grant Application Cover Sheet** – signed and dated by the Project Administrator (county administrator, city/town manager, or Mayor, or chairperson of the Board of Supervisors)
- ❑ **Itemized Budget**
 - Total amount requested may not exceed \$50,000 per SRO position, including the required local matching funds
 - Optional increase in salary and benefits may not exceed 5% over your current total award
 - Budget only includes salary and fringe benefits
 - Local matching funds are calculated using the Virginia Department of Education’s **“2006-2008 Composite Index of Local Ability-to-Pay”**
 - Figures are rounded to the nearest dollar
- ❑ **Budget Narrative** – explains salary and fringe benefits in detail
- ❑ **Project Narrative** - no more than five (5) pages that includes three sections with the following headings:
 - Accomplishments and Needs Assessment
 - Goal Statement
 - Objectives with Implementation Plans
- ❑ **2007-08 Memorandum of Understanding** signed and dated by the local law enforcement agency and school division executives
- ❑ **SRO Departmental General Order**
- ❑ **SRO Departmental Job Description**

**Mail to: Department of Criminal Justice Services
Grants Administration – 5th Floor
202 North Ninth Street
Richmond, VA 23219**

Applications, whether mailed or hand-delivered, must be **received by DCJS no later than 4:00 p.m. on Friday, April 20, 2007.** Faxed or E-mailed applications will **not** be accepted.

2006-2008 COMPOSITE INDEX OF LOCAL ABILITY-TO-PAY

Source: Virginia Department of Education

Div. Num.	School Division	2006-2008 Composite Index Used for Funding
001	ACCOMACK	.3255
002	ALBEMARLE	.6095
003	ALLEGHANY ¹	.2423
004	AMELIA	.3431
005	AMHERST	.2870
006	APPOMATTOX	.2696
007	ARLINGTON	.8000
008	AUGUSTA	.3320
009	BATH	.8000
010	BEDFORD COUNTY	.3632
011	BLAND	.3059
012	BOTETOURT	.3957
013	BRUNSWICK	.2540
014	BUCHANAN	.3205
015	BUCKINGHAM	.2591
016	CAMPBELL	.2612
017	CAROLINE	.3495
018	CARROLL	.2842
019	CHARLES CITY	.4128
020	CHARLOTTE	.2234
021	CHESTERFIELD	.3616
022	CLARKE	.5580
023	CRAIG	.3184
024	CULPEPER	.4062
025	CUMBERLAND	.2859
026	DICKENSON	.2344
027	DINWIDDIE	.2669
028	ESSEX	.4019

029	FAIRFAX COUNTY	.7456
030	FAUQUIER	.6443
031	FLOYD	.3212
032	FLUVANNA	.3749
033	FRANKLIN COUNTY	.3950
034	FREDERICK	.3925
035	GILES	.2755
036	GLOUCESTER	.3323
037	GOOCHLAND	.8000
038	GRAYSON ²	.2780
039	GREENE	.3334
040	GREENSVILLE ²	.2199
041	HALIFAX ³	.2380
042	HANOVER	.4352
043	HENRICO	.4604
044	HENRY	.2553
045	HIGHLAND	.6380
046	ISLE OF WIGHT ²	.3753
047	JAMES CITY	.5499
048	KING GEORGE	.4034
049	KING AND QUEEN	.4073
050	KING WILLIAM	.3267
051	LANCASTER	.6844
052	LEE ²	.1769
053	LOUDOUN	.6895
054	LOUISA	.5542
055	LUNENBURG	.2399
056	MADISON	.4362
057	MATHEWS	.4701
058	MECKLENBURG ²	.3056
059	MIDDLESEX	.5923
060	MONTGOMERY	.3737
062	NELSON	.4874
063	NEW KENT	.4044

065	NORTHAMPTON	.3925
066	NORTHUMBERLAND	.6517
067	NOTTOWAY	.2429
068	ORANGE	.4323
069	PAGE	.2882
070	PATRICK	.2592
071	PITTSYLVANIA	.2573
072	POWHATAN	.3722
073	PRINCE EDWARD	.2776
074	PRINCE GEORGE	.2304
075	PRINCE WILLIAM	.4287
077	PULASKI	.2995
078	RAPPAHANNOCK	.7463
079	RICHMOND COUNTY ²	.3593
080	ROANOKE COUNTY	.3757
081	ROCKBRIDGE	.4546
082	ROCKINGHAM	.3299
083	RUSSELL	.2292
084	SCOTT ²	.1962
085	SHENANDOAH	.3419
086	SMYTH	.2184
087	SOUTHAMPTON ²	.2671
088	SPOTSYLVANIA	.3455
089	STAFFORD	.3503
090	SURRY ²	.7842
091	SUSSEX	.2912
092	TAZEWELL	.2500
093	WARREN	.3956
094	WASHINGTON ²	.3351
095	WESTMORELAND	.4076
096	WISE	.2036
097	WYTHE	.3086
098	YORK	.3749
101	ALEXANDRIA	.8000

102	BRISTOL ²	.3366
103	BUENA VISTA	.2172
104	CHARLOTTESVILLE	.6061
106	COLONIAL HEIGHTS	.4565
107	COVINGTON	.2918
108	DANVILLE ²	.2655
109	FALLS CHURCH ²	.8000
110	FREDERICKSBURG	.7538
111	GALAX ²	.2944
112	HAMPTON	.2410
113	HARRISONBURG	.4361
114	HOPEWELL	.2515
115	LYNCHBURG	.3500
116	MARTINSVILLE ²	.2470
117	NEWPORT NEWS	.2577
118	NORFOLK ²	.2693
119	NORTON ²	.3299
120	PETERSBURG	.2188
121	PORTSMOUTH	.2185
122	RADFORD	.2947
123	RICHMOND CITY ²	.4329
124	ROANOKE CITY	.3763
126	STAUNTON	.3925
127	SUFFOLK	.3014
128	VIRGINIA BEACH	.3492
130	WAYNESBORO	.3160
131	WILLIAMSBURG ²	.8000
132	WINCHESTER	.5602
134	FAIRFAX CITY ²	.8000
135	FRANKLIN CITY ²	.2728
136	CHESAPEAKE	.3186
137	LEXINGTON	.3982
138	EMPORIA ²	.2836
139	SALEM	.3768

140	BEDFORD CITY	.2889
142	POQUOSON	.3299
143	MANASSAS	.4335
144	MANASSAS PARK	.3650
202	COLONIAL BEACH	.3131
207	WEST POINT	.2683

¹ The actual composite index to be used for Alleghany Co. in the 2006-2008 biennium is .2423 pursuant to the appropriation act and Section 15.1302, *Code of Virginia*.

² For those localities in which three percent or more of the total adjusted gross income (AGI) is derived from individuals who are not residents of Virginia, the composite index value shown above excludes nonresident AGI from the composite index calculation.

³ The actual composite index to be used for Halifax Co. in the 2006-2008 biennium is .2380 pursuant to the appropriation act and Section 15.1302, *Code of Virginia*.